

ISSUING AUTHORITY: Indiana Department of Correction, Reentry Division, Community Corrections Section	REVISED DATE: 8/1/2015
APPLICABLE TO: Community Corrections Grant Act Programs	
TITLE: Procedural Bulletin #19	SUBJECT: Financial Reports
TEXT: PURPOSE: To provide Community Corrections Programs with instructions for reporting Financial Documentation for funds received to IDOC as required. LEGAL REFERENCE: IC 11-12-2-4 IC 11-12-2-5 IC 11-12-2-12 210 IAC 2-1-2 RELATED BULLETINS:	

Section 19

Financial Reports Instructions

Revised 07/15/2014

- Financial Reports are to be completed monthly and submitted to the IDOC Community Corrections Division by the 15th of the following month.
- Community Corrections grant funds are allocated according to the State of Indiana’s fiscal year, which begins July 1 and ends on June 30 of the following year.
- State fiscal years are identified by hyphenating the two years following the FY abbreviation for fiscal year or by the four digit year the fiscal year ends. Example: FY 09-10 or FY 2010
- The Financial Reports are formatted as an Excel workbook with a worksheet tab for each month of the fiscal year.
- The first tab within the Excel workbook marks the beginning of the fiscal year and is labeled July XX (two digit year). The consecutive months of the fiscal year will follow in order.
- There is a final report tab for reconciling accounts at the end of the year and is considered the 13th month.
- The Community Corrections Division will forward a new financial report workbook no later than June 15th for the following fiscal year.

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Key Reminders & Tips:

- The template is locked to prevent any formula changes. All blue cells are writable and data is entered by the agency fiscal agent every month. All white cells include automatic calculations and will populate on each form as the blue cells are entered.
- For any changes needing to be made in the locked cells, the template must be submitted to your assigned program director for the corrections to be made.
- The cells are defaulted to Excel accounting format. This means a \$- will be present unless a positive or negative value is calculated for all white cells. In any blue cell, the representation for \$- is \$0.00.
- The approved FY budget, submitted with the grant, lists the approved amounts for State Grant, PI, and Other funds. The amount will not change unless a revised budget is approved by the Advisory Board and submitted to your assigned program director for approval by IDOC. If a change is made, a note is entered by the agency director or designee in the “Additional Notes” Section at the bottom of the monthly financial report. This is done for the month the revised and approved budget is submitted. See example below:

I swear or affirm, under the penalty of perjury, that the facts as presented on this Financial Disclosure Statement are true, complete, and correct to the best of my knowledge and belief and the County Auditor has reconciled with this statement.

Additional Notes:

Program Director Signature

- Any accounts, specifically Project Income and/or CTP, starting the fiscal year with a balance must be entered in the “Beginning Balance” cell on the July monthly financial report. This is only entered one time on the first report as it will automatically populate into each consecutive month.

Section I:
Agency & Statement Information

1. Date of Report:

Enter the date the report is completed.

FINANCIAL REPORT			
Date of Report:		For the Period Ending:	7/31/2014
Reporting Agency:			
% of Funding:		Statement # :	1
State 6.67%	PI 6.67%	Other	86.67

2. For the Period Ending:

These dates are automatically entered for each month and reflect the last day of the month being reported.

FINANCIAL REPORT			
Date of Report:		For the Period Ending:	7/31/2014
Reporting Agency:			
% of Funding:		Statement # :	1
State 6.67%	PI 6.67%	Other	86.67%

3. Statement #:

These numbers are automated and appear on each worksheet beginning with July as Statement #1. An additional month #13 is available and optional for submission to balance any post debits and credits on all accounts.

FINANCIAL REPORT			
Date of Report:		For the Period Ending:	7/31/2014
Reporting Agency:			
% of Funding:		Statement # :	1
State 6.67%	PI 6.67%	Other	86.67%

****Important Note****

The Sheet entitled "FY 20XX Summary" is an automated financial summary for Year to Date and calculates the agency's Average Expenses and Earnings. This information is helpful in completing the annual report.

4. Reporting Agency:

Once the Agency name is entered on Statement #1, the section will auto-populate on each worksheet thereafter.

FINANCIAL REPORT					
Date of Report:				For the Period Ending:	7/31/2014
Reporting Agency:					
% of Funding:				Statement # :	1
State	6.67%	PI	6.67%	Other	86.67%

5. % of Funding:

Do not enter any information in this section. This will automatically calculate once the approved budget information is entered.

FINANCIAL REPORT					
Date of Report:				For the Period Ending:	7/31/2014
Reporting Agency:					
% of Funding:				Statement # :	1
State	6.67%	PI	6.67%	Other	86.67%

Section II:
IDOC Base Funds

1. IDOC Base Funds:

This section is a tool to track transactions made from your agency’s allocated base grant funds and approved budget for the FY year. It **does not** include CTP funds.

Report of Expenditures by Category									
IDOC Base Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ 100.00	\$ -	\$ 100.00	\$ 500.00	\$ 500.00	\$ 600.00	50.00%
	SUPPLIES	\$ 1,000.00	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ -	\$ 900.00	0.00%
	SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	TOTAL	\$ 4,000.00	\$ 100.00	\$ 100.00	\$ -	\$ 500.00	\$ 500.00	\$ 3,500.00	12.50%

2. Approved Budget:

Enter the approved agency budget totals of all components, excluding CTP, by major category (Personnel and Fringe, Supplies, Services, and Equipment) under “Approved Budget”.

Report of Expenditures by Category									
IDOC Base Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ 100.00	\$ -	\$ 100.00	\$ 500.00	\$ 500.00	\$ 600.00	50.00%
	SUPPLIES	\$ 1,000.00	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ -	\$ 900.00	0.00%
	SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	TOTAL	\$ 4,000.00	\$ 100.00	\$ 100.00	\$ -	\$ 500.00	\$ 500.00	\$ 3,500.00	12.50%

****Important Note****

The only time this column will change is if an amended contract is processed, which increases the county’s IDOC base funds. A new budget is completed and approved by the agency’s advisory board and submitted to the assigned IDOC Program Director. An example is an increase of funds due to a performance bonus or a general increase in base grant dollars. Once an entry is entered on Statement #1 of the financial report, the figures will carry over to each consecutive month.

Note: The IDOC Base Funds, Approved Budget column contains blue writeable cells on July's report and are white on the August report. This is because the cells are on the following month's worksheet, as shown in the example below:

July

IDOC Base Funds	CATEGORY	APPROVED BUDGET
	PERSONNEL	\$ 1,000.00
SUPPLIES	\$ 1,000.00	
SERVICES	\$ 1,000.00	
EQUIPMENT	\$ 1,000.00	
TOTAL	\$ 4,000.00	

August

IDOC Base Funds	CATEGORY	APPROVED BUDGET
	PERSONNEL	\$ 1,000.00
SUPPLIES	\$ 1,000.00	
SERVICES	\$ 1,000.00	
EQUIPMENT	\$ 1,000.00	
TOTAL	\$ 4,000.00	

3. IDOC Base Funds Monthly Series Transfers Within the Same Account and YTD Transfer Balance:

Enter the transferred amount as approved and documented from Bulletin #20: Expenditures and Transfer/Additional Appropriation Form. In the example below and circled in red: \$100.00 was transferred from the 200 Series "Supplies" and into the 100 Series "Personnel" within the IDOC Base Funds.

The next Column "YTD TRANSFER BALANCE", circled in red, is automatically calculated and acts a tool to ensure transfers and appropriations are accounted for within the approved budget. The balance will accrue through month. The "FY XXX Summary" sheet will display the accumulative total.

Report of Expenditures by Category									
IDOC Base Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ 1,100.00	0.00%
SUPPLIES	\$ 1,000.00	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ -	\$ 900.00	0.00%	
SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%	
EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%	
TOTAL	\$ 4,000.00	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ 4,000.00	0.00%	

Report of Expenditures by Category									
IDOC Base Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ 1,100.00	0.00%
SUPPLIES	\$ 1,000.00	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ -	\$ 900.00	0.00%	
SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%	
EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%	
TOTAL	\$ 4,000.00	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ 4,000.00	0.00%	

An accumulative total will also appear in the DOC Cash Statement section as shown below and circled in red.

DOC Cash Statement			
Base Funds Carryover/previous FY	\$ -	IDOC Cash Received for Month	\$ -
Amount of Funds Returned	\$ -	IDOC Cash Received YTD	\$ -
Date Returned		Total Transfers In YTD	\$ 100.00
		Total Transfers Out YTD	\$ 100.00
		Funds Expended YTD	\$ -
		IDOC Balance to Date	\$ -

The YTD Transfers In and Transfers Out automatically calculate and populates based on the amounts entered in the blue fields.

4. IDOC Base Funds Monthly Series Transfers Between Different Accounts:

Enter the approved transfer amount from the Expenditures and Transfer/Additional Appropriation Form as described in Procedural Bulletin #20. In the example shown below and circled in red, \$5000.00 was transferred **out** of the 200 Series “Supplies” in Project Income and **into** the 100 Series “Personnel” of the IDOC Base Funds during the month of August. The “YTD TRANSFER BALANCE” column is automatically calculated and balances with the previous transfer requests from July.

August

Report of Expenditures by Category									
	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
IDOC Base Funds	PERSONNEL	\$ 1,000.00	\$ 5,000.00	\$ -	\$ 5,100.00	\$ -	\$ -	\$ 6,000.00	0.00%
	SUPPLIES	\$ 1,000.00	\$ -	\$ -	\$ (100.00)	\$ -	\$ -	\$ 1,000.00	0.00%
	SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	TOTAL	\$ 4,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 9,000.00	0.00%
Project Income	PERSONNEL	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	SUPPLIES	\$ 1,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ (4,000.00)	0.00%
	SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	TOTAL	\$ 4,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ (1,000.00)	0.00%

****Important Note****

State Grant Funds are not permitted to be transferred into another account unless under rare circumstances. Inquires for such circumstances, seek direction and approval from your Program Director and the Division Director.

The YTD Transfer Totals for the DOC Cash Statement, PI Cash Statement, and CTP Cash Statements summaries are tallied and displayed on the financial report.

DOC Cash Statement			
Base Funds Carryover/previous FY	\$ -	IDOC Cash Received for Month	
Amount of Funds Returned	\$ -	IDOC Cash Received YTD	\$ -
Date Returned	1/07/2020	Total Transfers In YTD	\$ 5,100.00
Carryover Balance to Date	\$	Total Transfers Out YTD	\$ 100.00
		Funds Expended YTD	\$ -
		IDOC Balance to Date	\$ 5,000.00

PI Cash Statement		CTP CASH STATEMENT	
Total PI Beginning Balance	\$ -	CTP Beginning Balance	\$ -
PI Collected This Month	\$ -	CTP Cash Received This Month	\$ -
PI Collected YTD	\$ -	CTP Cash Received YTD	\$ -
Total Transfers In YTD	\$ -	CTP Funds Expended YTD	\$ -
Total PI Expended YTD	\$ -	CTP Total Transfer Out	\$ -
Total Transfers Out YTD	\$ 5,000.00	CTP Balance to Date	\$ -
PI Balance to Date	\$ (5,000.00)		

YTD Transfer Balance Total	\$0.00
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% of PI Budget Collected 0.00%

****Important Note****

The \$100.00 in the “Total Transfer In YTD” is from the previous example **IDOC Base Funds Monthly Series Transfers within Same Account** and is displayed in the example above.

Note: In the PI Cash Statement monies were transferred out of and not into the account; therefore, there is no amount calculated in Total Transfers in YTD.

5. IDOC Base Funds Monthly Expenditures:

Enter the amount of expenditures for the reported month by major category for IDOC funds under “This Month Expenditures.” This amount automatically populates at the bottom of the financial report in the DOC Cash Statement section.

Report of Expenditures by Category									
IDOC Base Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDE
		PERSONNEL	\$ 1,000.00	\$ 100.00	\$ -	\$ 100.00	\$ 500.00	\$ 500.00	\$ 600.00
	SUPPLIES	\$ 1,000.00	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ -	\$ 900.00	0.00%
	SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	TOTAL	\$ 4,000.00	\$ 100.00	\$ 100.00	\$ -	\$ 500.00	\$ 500.00	\$ 3,500.00	12.50%

DOC Cash Statement			
Base Funds Carryover/previous FY	\$ 2,000.00	IDOC Cash Received for Month	\$ 11,500.00
Amount of Funds Returned	\$ 2,000.00	IDOC Cash Received YTD	\$ 11,500.00
Date Returned	6/30/2013	Total Transfers In YTD	\$ 100.00
Carryover Balance to Date	\$ -	Total Transfers Out YTD	\$ 100.00
		Funds Expended YTD	\$ 500.00
		IDOC Balance to Date	\$ 11,000.00

6. IDOC Base Funds YTD Expenditures, YTD Budget Balance, and Percent of Funds Expended:

The YTD Expenditures automatically calculates as monthly expenditures are entered. The amount automatically transfers and adds to the following month’s YTD Expenditures column. The YTD Expenditures are deducted from the Approved Budget and the difference is shown as the YTD Budget Balance. The form automatically calculates a percentage of funds expended. See example below.

July

Report of Expenditures by Category									
IDOC Base Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
		PERSONNEL	\$ 1,000.00	\$ 100.00	\$ -	\$ 100.00	\$ 500.00	\$ 500.00	\$ 600.00
	SUPPLIES	\$ 1,000.00	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ -	\$ 900.00	0.00%
	SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	TOTAL	\$ 4,000.00	\$ 100.00	\$ 100.00	\$ -	\$ 500.00	\$ 500.00	\$ 3,500.00	12.50%

August

Report of Expenditures by Category									
IDOC Base Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
		PERSONNEL	\$ 1,000.00	\$ 5,000.00	\$ -	\$ 5,100.00	\$ 200.00	\$ 700.00	\$ 5,100.00
	SUPPLIES	\$ 1,000.00	\$ -	\$ -	\$ (100.00)	\$ -	\$ -	\$ 1,000.00	0.00%
	SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	TOTAL	\$ 4,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 200.00	\$ 700.00	\$ 8,100.00	17.50%

Section III Project Income

1. Project Income:

The next section of the Financial Report, is a tool to track transactions for the FY from the agency's approved Project Income budget. Project Income is user's fee money collected by the agency.

Project Income	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
SUPPLIES	\$ 1,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ -	\$ (4,000.00)	0.00%
SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
TOTAL	\$ 4,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ 500.00	\$ (1,500.00)	12.50%	

2. Project Income Approved Budget:

In this section, enter the estimated Project Income/User Fees (PI) from the approved grant budget for the fiscal year by major category.

****Important Note****

The only time this is changed is if a revised budget is approved by the agency's Advisory Board and is submitted to the IDOC assigned Program Director for approval. The change in budget is addressed in the "Additional Notes" section at the bottom of the financial worksheet. To make changes to this field, the template is submitted to the agency's assigned Program Director for adjustments to the form.

Project Income	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
SUPPLIES	\$ 1,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ -	\$ (4,000.00)	0.00%
SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
TOTAL	\$ 4,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ -	\$ (1,000.00)	0.00%

3. Project Income Monthly Series Transfers and YTD Balance

As explained in IDOC base funds, transfers can occur within the same account and/or across accounts. In the example below and circled in red is a transfer example between accounts. \$5000.00 was transferred from the 200 Series “Supplies” in Project Income and into the 100 Series “Personnel” of IDOC Base Funds.

August

Report of Expenditures by Category									
IDOC Base Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ 5,000.00	\$ -	\$ -	\$ 5,100.00	\$ -	\$ -	\$ 6,000.00
SUPPLIES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ (100.00)	\$ -	\$ -	\$ 1,000.00	0.00%
SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
TOTAL	\$ 4,000.00	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 9,000.00	0.00%

Project Income	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
SUPPLIES	\$ 1,000.00	\$ -	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ (4,000.00)	0.00%
SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
TOTAL	\$ 4,000.00	\$ -	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ (1,000.00)	0.00%

The “YTD TRANSFER BALANCE” column, circled in red, is automatically calculated and is a tool to ensure transfers and appropriations are accounted for within the approved budget. The “FY XXX Summary” sheet displays the accumulative total. Here the \$5000.00 transfer is recorded in the 200 Series “Supplies.” All intra-account transfers are recorded in the same process as IDOC base funds.

Project Income	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
SUPPLIES	\$ 1,000.00	\$ -	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ (4,000.00)	0.00%
SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
TOTAL	\$ 4,000.00	\$ -	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ (1,000.00)	0.00%

4. Project Income Monthly Expenditures:

Enter the amount of expenditures incurred for the reported month by major category for Project Income funds under “**This Month Expenditures**”. This amount automatically populates at the bottom of the financial report in the PI Cash Statement field under Total PI Expended YTD.

Project Income	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
SUPPLIES	\$ 1,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ -	\$ (4,000.00)	0.00%
SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
TOTAL	\$ 4,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ 500.00	\$ (1,500.00)	\$ (1,500.00)	12.50%

5. Project Income YTD Expenditures, YTD Budget Balance, and Percent of Funds Expended:

These numbers automatically calculate as monthly expenditures are entered and transfer to the consecutive month's worksheet. The YTD Expenditures are deducted from the Approved Budget and the difference is shown as the YTD Budget Balance. The form automatically calculates a percentage of the funds expended. See example below.

Project income	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
SUPPLIES	\$ 1,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ -	\$ (4,000.00)	0.00%
SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
TOTAL	\$ 4,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -	\$ 500.00	\$ (1,500.00)	12.50%

Section IV:
Other Funds-Approved Budget

1. Other Funds:

This section includes funds received from County General and/or Other funding sources from the approved grant budget for the fiscal year. Other Funds include County General and any other funding sources such as a federal, state, or local grant.

Other Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	Co General	\$ 50,000			\$ -	\$ -	\$ -	\$ 50,000	0.00%
	Other	\$ -			\$ -	\$ -	\$ -	\$ -	#DIV/0!
	TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	0.00%

2. Other Funds Approved Budget:

Enter the approved budget amounts for County General and/or Other Funds. This should only increase if new funding was received after the start of the fiscal year.

Other Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	Co General	\$ 50,000			\$ -	\$ -	\$ -	\$ 50,000	0.00%
	Other	\$ -			\$ -	\$ -	\$ -	\$ -	#DIV/0!
	TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	0.00%

3. Other Funds Monthly Expenditures:

Enter the amounts expended during the reported month for this account. All cells calculate and automatically populate in the same procedures for IDOC base funds for YTD Expenditures, YTD Budget Balance, and Percent of Funds Expended.

****Important Note****

Fund transfers, for this account, are not necessary. Therefore, the Transfers In, Transfers Out, and YTD Transfer Balance are voided for this section only.

Section V:
CTP

1. CTP:

CTP funds are earned by the agency accepting and providing services to CTP participants.

CTP	AUTH BILLING THIS MONTH	YTD AUTH BILLING	YTD EARNED	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES
	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 100.00	\$ 100.00

2. Authorized Billing This Month:

Enter the amount requested for CTP reimbursement from IDOC for the reported month.



CTP	AUTH BILLING THIS MONTH	YTD AUTH BILLING	YTD EARNED	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES
	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ 100.00	\$ 100.00

****Important Note****

The amount billed may differ from the amount of CTP cash received for the month as explained in further detail in Section VII: CTP Cash Statement.

3. YTD Auth Billing & YTD Earned:

This amount automatically calculates and populates each month based on the cumulate totals of the Authorized Billing every month. Both of these totals will be the same.



CTP	AUTH BILLING THIS MONTH	YTD AUTH BILLING	YTD EARNED	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES
	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ 100.00	\$ 100.00

4. CTP Transfers:

All transfer procedures are recorded in the same process as IDOC base funds, Project Income, and Other Funds.

****Important Note****

Transfers in this account only move from CTP and into Project income. As shown in the example below:



CTP	AUTH BILLING THIS MONTH	YTD AUTH BILLING	YTD EARNED	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES
	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ 100.00	\$ 100.00

Example: CTP Transfer into Project Income

\$1000 was transferred out of CTP and into Project Income’s 100 Series “Personnel.”

Project Income	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 1,500.00	50.00%
SUPPLIES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%	
SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%	
EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%	
TOTAL	\$ 4,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 4,500.00	12.50%	

Other Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	Co General	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Other	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	0.00%
TOTAL	\$ 52,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,000	0.00%

CTP	AUTH BILLING THIS MONTH	YTD AUTH BILLING	YTD EARNED	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES
	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ 100.00	\$ 100.00

Important Note

Typically this transfer occurs at the end of the year into the general Project Income Account. If this process applies to you and you do not know the specific series that it will be transferred into, then please place the transfer out into “Additional Income Received” in the Project Income Cash Statement. It does not need to be recorded in “Transfers In” in Project Income Approved Budget Section. Shown in the example following:

Project Income	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ -	\$ -	-	\$ -		\$ -	\$ -	#DIV/0!
	SUPPLIES	\$ -	\$ -	-	\$ -		\$ -	\$ -	#DIV/0!
	SERVICES	\$ -	\$ -	-	\$ -		\$ -	\$ -	#DIV/0!
	EQUIPMENT	\$ -	\$ -	-	\$ -		\$ -	\$ -	#DIV/0!
	TOTAL	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Other Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	Co General	-					-	-	#DIV/0!
	Other	-					-	-	#DIV/0!
	TOTAL	-	-	-	-	-	-	-	#DIV/0!

CTP	AUTH BILLING THIS MONTH	YTD AUTH BILLING	YTD EARNED	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES
	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -

DOC Cash Statement		
Base Funds Carryover/previous FY	\$ -	IDOC Cash Received for Month
Amount of Funds Returned	\$ -	IDOC Cash Received YTD
Date Returned	1/0/1900	Total Transfers In YTD
Carryover Balance to Date	\$ -	Total Transfers Out YTD
		Funds Expended YTD
		IDOC Balance to Date

PI Cash Statement		CTP CASH STATEMENT	
Total PI Beginning Balance	\$ -	CTP Beginning Balance	\$ -
PI Collected This Month	\$ -	CTP Cash Received This Month	\$ -
PI Collected YTD	\$ -	CTP Cash Received YTD	\$ -
Total Transfers In YTD	\$ -	CTP Funds Expended YTD	\$ -
Total PI Expended YTD	\$ -	CTP Total Transfer Out	\$ 5,000.00
Total Transfers Out YTD	\$ -	CTP Balance to Date	\$ (5,000.00)
Additional Income Received	\$ 5,000.00		
Additional Income YTD	\$ 5,000.00		
PI Balance to Date	\$ 5,000.00		

YTD Transfer Balance Total \$ (5,000.00)

% of PI Budget Collected #DIV/0!

I swear or affirm, under the penalty of perjury, that the facts as presented on this Financial Disclosure Statement are true, complete, and correct to the best of my knowledge and belief and the County Auditor has reconciled with this statement.

Additional Notes:

Program Director Signature

Transfer Request approved on 6/1/2015 for \$5000.00 from CTP to Project Income.

5. CTP Monthly and YTD Expenditures

Enter any monthly expenditures from the CTP account as designated below. YTD Expenditures will automatically calculate and populate each month based on cumulative monthly expenditures.



CTP	AUTH BILLING THIS MONTH	YTD AUTH BILLING	YTD EARNED	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES
	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ 100.00	\$ 100.00

Section VI:
Financial Reports-DOC Cash Statement

1. Layout:

This section is divided into two sub-sections. The first sub-section addresses base funds carryover from the previous fiscal year. If carryover funds are returned to DOC, enter the returned amount along with the date returned. The other sub-section on the right addresses current fiscal year base funds.



DOC Cash Statement			
Base Funds Carryover/previous FY	\$ 2,000.00	IDOC Cash Received for Month	\$ 11,500.00
Amount of Funds Returned	\$ 2,000.00	IDOC Cash Received YTD	\$ 11,500.00
Date Returned	6/30/2013	Total Transfers In YTD	\$ 100.00
Carryover Balance to Date	\$ -	Total Transfers Out YTD	\$ 100.00
		Funds Expended YTD	\$ 500.00
		IDOC Balance to Date	\$ 11,000.00

2. Carryover/previous FY and Amount of Funds Returned:

If there are unspent state base funds (Carryover) after all encumbrances at the end of the previous fiscal year, enter the amount of "Carryover/previous FY." IDOC auditors conduct an audit of the previous year's financial records during the current fiscal year. Once the amount is verified by the auditor, the agency receives an invoice for the unspent base grant funds due to the State.

DOC Cash Statement			
Base Funds Carryover/previous FY	\$ 2,000.00	IDOC Cash Received for Month	\$ 11,500.00
Amount of Funds Returned	\$ 2,000.00	IDOC Cash Received YTD	\$ 11,500.00
Date Returned	6/30/2013	Total Transfers In YTD	\$ 100.00
Carryover Balance to Date	\$ -	Total Transfers Out YTD	\$ 100.00
		Funds Expended YTD	\$ 500.00
		IDOC Balance to Date	\$ 11,000.00

When the previous FY carryover amount is paid to the State, enter the Amount of Funds Returned and the Date Returned in the appropriate fields. This information is entered on Statement #1 only and automatically transfers to the next month's report.

In this example, Base Funds Carryover/previous FY and Amount of Funds Returned balanced

DOC Cash Statement			
Base Funds Carryover/previous FY	\$ 2,000.00	IDOC Cash Received for Month	\$ 11,500.00
Amount of Funds Returned	\$ 2,000.00	IDOC Cash Received YTD	\$ 11,500.00
Date Returned	6/30/2013	Total Transfers In YTD	\$ 100.00
Carryover Balance to Date	\$ -	Total Transfers Out YTD	\$ 100.00
		Funds Expended YTD	\$ 500.00
		IDOC Balance to Date	\$ 11,000.00

3. DOC Cash Received for Month:

This amount is the DOC monthly grant payment received by the agency. For example, July includes the 25% advance plus the DOC monthly grant payment. Enter the amount received from IDOC for the month being reported. Do not include CTP funds received in this section.

IDOC Cash Received for Month	\$ 11,500.00
IDOC Cash Received YTD	\$ 11,500.00
Total Transfers In YTD	\$ 100.00
Total Transfers Out YTD	\$ 100.00
Funds Expended YTD	\$ 500.00
IDOC Balance to Date	\$ 11,000.00



Helpful Hint:

The blue cells require data to be entered each month by the agency fiscal agent.

****Important Note****

Monthly grant payments are sent as an Electronic Fund Transfer (EFT) to the County Auditor's Office. The Auditor is responsible for depositing the funds received into the correct account. The amount of funds received is added to the monthly financial report corresponding with the actual month the funds were deposited into the Grant Account. For example, Julys' monthly grant payment is received on August 9th. The amount received is entered on the August report.

4. DOC Cash Received YTD:

This amount is a cumulate total of the IDOC Cash Received for the Month for each preceding month of the fiscal year. This section will automatically calculate for each month as demonstrated below:

July

IDOC Cash Received for Month	\$ 11,500.00
IDOC Cash Received YTD	\$ 11,500.00
Total Transfers In YTD	\$ 100.00
Total Transfers Out YTD	\$ 100.00
Funds Expended YTD	\$ 500.00
IDOC Balance to Date	\$ 11,000.00



August

IDOC Cash Received for Month	\$ 11,500.00
IDOC Cash Received YTD	\$ 23,000.00
Total Transfers In YTD	\$ 5,100.00
Total Transfers Out YTD	\$ 100.00
Funds Expended YTD	\$ 700.00
IDOC Balance to Date	\$ 27,300.00



Important Note

The additional figures are pulled from the examples in Section II: 3 & 4 from the transfers and Section II: 5 for IDOC Base fund expenditures.

5. Total Transfers In YTD and Total Transfers Out YTD of IDOC Base Funds:

If any transfers are processed during the month within the IDOC Base funds, this field will calculate and automatically populate each month based on the monthly information entered in the top section of the monthly financial report.

Example: Red arrow points to the Total Transfers in YTD

July

IDOC Cash Received for Month	\$ 11,500.00
IDOC Cash Received YTD	\$ 11,500.00
Total Transfers In YTD	\$ 100.00
Total Transfers Out YTD	\$ 100.00
Funds Expended YTD	\$ 500.00
IDOC Balance to Date	\$ 11,000.00



August

IDOC Cash Received for Month	\$ 11,500.00
IDOC Cash Received YTD	\$ 23,000.00
Total Transfers In YTD	\$ 5,100.00
Total Transfers Out YTD	\$ 100.00
Funds Expended YTD	\$ 700.00
IDOC Balance to Date	\$ 27,300.00



Example: Red arrow points to the Total Transfers Out YTD

July

IDOC Cash Received for Month	\$ 11,500.00
IDOC Cash Received YTD	\$ 11,500.00
Total Transfers In YTD	\$ 100.00
Total Transfers Out YTD	\$ 100.00
Funds Expended YTD	\$ 500.00
IDOC Balance to Date	\$ 11,000.00



August

IDOC Cash Received for Month	\$ 11,500.00
IDOC Cash Received YTD	\$ 23,000.00
Total Transfers In YTD	\$ 5,100.00
Total Transfers Out YTD	\$ 100.00
Funds Expended YTD	\$ 700.00
IDOC Balance to Date	\$ 27,300.00



Important Note

The above referenced cells are white and automatically populate. The indicated figures were pulled from the example listed in Section II: 3, 4, and 5 in the IDOC Base Funds-Transfer Examples. The other figures were listed in previous examples.

6. Funds Expended Year to Date:

These funds are calculated automatically based on the month's expenditures entered in its corresponding column in the top section of the financial report and are included in the DOC Cash Statement. This is illustrated in the example below for July and August:

July

IDOC Base Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ 100.00	\$ -	\$ 100.00	\$ 500.00	\$ 500.00	\$ 600.00	50.00%
	SUPPLIES	\$ 1,000.00	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ -	\$ 900.00	0.00%
	SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	TOTAL	\$ 4,000.00	\$ 100.00	\$ 100.00	\$ -	\$ 500.00	\$ 500.00	\$ 3,500.00	12.50%

July

IDOC Cash Received for Month	\$ 11,500.00
IDOC Cash Received YTD	\$ 11,500.00
Total Transfers In YTD	\$ 100.00
Total Transfers Out YTD	\$ 100.00
Funds Expended YTD	\$ 500.00
IDOC Balance to Date	\$ 11,000.00



August

Report of Expenditures by Category									
IDOC Base Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ 5,000.00	\$ -	\$ 5,100.00	\$ 200.00	\$ 700.00	\$ 5,100.00	70.00%
	SUPPLIES	\$ 1,000.00	\$ -	\$ -	\$ (100.00)	\$ -	\$ -	\$ 1,000.00	0.00%
	SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	TOTAL	\$ 4,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 200.00	\$ 700.00	\$ 8,100.00	17.50%

August

IDOC Cash Received for Month	\$ 11,500.00
IDOC Cash Received YTD	\$ 23,000.00
Total Transfers In YTD	\$ 5,100.00
Total Transfers Out YTD	\$ 100.00
Funds Expended YTD	\$ 700.00
IDOC Balance to Date	\$ 27,300.00



7. DOC Balance:

This automatically calculates based on the information entered from the top section of the monthly financial report form.

July

IDOC Cash Received for Month	\$ 11,500.00
IDOC Cash Received YTD	\$ 11,500.00
Total Transfers In YTD	\$ 100.00
Total Transfers Out YTD	\$ 100.00
Funds Expended YTD	\$ 500.00
IDOC Balance to Date	\$ 11,000.00



August

IDOC Cash Received for Month	\$ 11,500.00
IDOC Cash Received YTD	\$ 23,000.00
Total Transfers In YTD	\$ 5,100.00
Total Transfers Out YTD	\$ 100.00
Funds Expended YTD	\$ 700.00
IDOC Balance to Date	\$ 27,300.00



Section VII:
Financial Reports-CTP Cash Statement

1. CTP Beginning Balance:

Enter the amount of funds in the CTP account at the beginning of the fiscal year. If the previous year's funds were transferred out of this account at the close of the previous fiscal year, the amount entered is \$0.

CTP CASH STATEMENT	
CTP Beginning Balance	\$ 25,000.00
CTP Cash Received This Month	\$ -
CTP Cash Received YTD	\$ -
CTP Funds Expended YTD	\$ -
CTP Total Transfer Out	\$ -
CTP Balance to Date	\$ 25,000.00



****Important Note****

This amount is only entered one time on the Statement #1. The report populates automatically for the consecutive months of the fiscal year.

2. CTP Cash Received:

Enter the amount of CTP cash received for the month.

CTP CASH STATEMENT	
CTP Beginning Balance	\$ 25,000.00
CTP Cash Received This Month	\$ -
CTP Cash Received YTD	\$ -
CTP Funds Expended YTD	\$ -
CTP Total Transfer Out	\$ -
CTP Balance to Date	\$ 25,000.00



Important Note

This amount may differ from the "Approved Billing This Month" from the CTP Section.

3. CTP Cash Received YTD:

This amount automatically calculates based on the CTP cash received for the month and the previous month's YTD date amount.

CTP CASH STATEMENT	
CTP Beginning Balance	\$ 25,000.00
CTP Cash Received This Month	\$ -
CTP Cash Received YTD	\$ -
CTP Funds Expended YTD	\$ -
CTP Total Transfer Out	\$ -
CTP Balance to Date	\$ 25,000.00



4. CTP Funds Expended YTD:

This amount automatically calculates based on the funds expended in the CTP section.

CTP CASH STATEMENT	
CTP Beginning Balance	\$ 25,000.00
CTP Cash Received This Month	\$ -
CTP Cash Received YTD	\$ -
CTP Funds Expended YTD	\$ -
CTP Total Transfer Out	\$ -
CTP Balance to Date	\$ 25,000.00



5. CTP Total Transfer Out:

These funds are calculated automatically based on the month's transfer's out in the top section as noted in Section V:4. This field will calculate and automatically populate each month based on the monthly information entered and accumulate for as a Year to Date Record. Please see illustrated in the example below for July.

CTP	AUTH BILLING THIS MONTH	YTD AUTH BILLING	YTD EARNED	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES
	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ 100.00	\$ 100.00

CTP CASH STATEMENT	
CTP Beginning Balance	\$ 25,000.00
CTP Cash Received This Month	\$ -
CTP Cash Received YTD	\$ -
CTP Funds Expended YTD	\$ 100.00
CTP Total Transfer Out	\$ 5,000.00
CTP Balance to Date	\$ 19,900.00



6. CTP Balance to Date:

This automatically calculates based on the information entered above.

CTP CASH STATEMENT	
CTP Beginning Balance	\$ 25,000.00
CTP Cash Received This Month	\$ -
CTP Cash Received YTD	\$ -
CTP Funds Expended YTD	\$ 100.00
CTP Total Transfer Out	\$ 5,000.00
CTP Balance to Date	\$ 19,900.00



****Important Note****

The additional figures, in the example above, demonstrate additional automatic calculations.

Section VIII
Financial Reports-Project Income Cash Statement

1. Total PI Beginning Balance:

Enter the amount of PI the agency has at the beginning of the fiscal year. Include any invested amounts to this total. This amount automatically transfers to all other monthly financial reports for the current fiscal year.

PI Cash Statement	
Total PI Beginning Balance	\$ 25,000.00
PI Collected This Month	\$ -
PI Collected YTD	\$ -
Total Transfers In YTD	\$ 1,000.00
Total PI Expended YTD	\$ 500.00
Total Transfers Out YTD	\$ -
Additional Income Received	
Additional Income YTD	\$ -
PI Balance to Date	\$ 25,500.00



2. PI Collected This Month:

Enter the amount of project income collected for the month on the fiscal report.

Helpful Hint Refer to “FY XXXX Summary” Sheet to see Average PI Collection throughout the year.

PI Cash Statement	
Total PI Beginning Balance	\$ 25,000.00
PI Collected This Month	\$ -
PI Collected YTD	\$ -
Total Transfers In YTD	\$ 1,000.00
Total PI Expended YTD	\$ 500.00
Total Transfers Out YTD	\$ -
PI Balance to Date	\$ 25,500.00



****Important Note****

Refunds: To account for refunds on overpayment of user fees, these reimbursements are not listed as an expense. Any refunds are accounted for as a reduction of fees collected for the period. Therefore, the amount of fees collected in PI is total fees less refunds.

3. PI Collected YTD:

The amount of Project Income collected from the beginning of the fiscal year through the last day of the month for the month being reported. This automatically calculates based on PI collections for the month and populates automatically throughout the fiscal year.

PI Cash Statement	
Total PI Beginning Balance	\$ 25,000.00
PI Collected This Month	\$ -
PI Collected YTD	\$ -
Total Transfers In YTD	\$ 1,000.00
Total PI Expended YTD	\$ 500.00
Total Transfers Out YTD	\$ -
Additional Income Received	
Additional Income YTD	\$ -
PI Balance to Date	\$ 25,500.00



4. PI YTD Transfers In & Out

These amounts are automated totals based on the monthly transfers as explained in Section III.

PI Cash Statement	
Total PI Beginning Balance	\$ 25,000.00
PI Collected This Month	\$ -
PI Collected YTD	\$ -
Total Transfers In YTD	\$ 1,000.00
Total PI Expended YTD	\$ 500.00
Total Transfers Out YTD	\$ -
Additional Income Received	
Additional Income YTD	\$ -
PI Balance to Date	\$ 25,500.00



5. Total PI Expended YTD:

This amount automatically calculates and populates each month as explained in Section 3:4 YTD Expenditures.

PI Cash Statement	
Total PI Beginning Balance	\$ 25,000.00
PI Collected This Month	\$ -
PI Collected YTD	\$ -
Total Transfers In YTD	\$ 1,000.00
Total PI Expended YTD	\$ 500.00
Total Transfers Out YTD	\$ -
Additional Income Received	
Additional Income YTD	\$ -
PI Balance to Date	\$ 25,500.00



6. Additional Income Received:

Enter any other amounts deposited into this account other than user fees collected from participants. This may include interest from investments or earned CTP funds transferred into the PI account. See section V: 4

PI Cash Statement	
Total PI Beginning Balance	\$ 25,000.00
PI Collected This Month	\$ -
PI Collected YTD	\$ -
Total Transfers In YTD	\$ 1,000.00
Total PI Expended YTD	\$ 500.00
Total Transfers Out YTD	\$ -
Additional Income Received	
Additional Income YTD	\$ -
PI Balance to Date	\$ 25,500.00



7. Additional Income Received YTD:

The amount of Additional Income Received from the beginning of the fiscal year through the last day of the month for the month being reported. This automatically calculates based on Additional Income Received for the month and populates automatically throughout the fiscal year.

PI Cash Statement	
Total PI Beginning Balance	\$ 25,000.00
PI Collected This Month	\$ -
PI Collected YTD	\$ -
Total Transfers In YTD	\$ 1,000.00
Total PI Expended YTD	\$ 500.00
Total Transfers Out YTD	\$ -
Additional Income Received	
Additional Income YTD	\$ -
PI Balance to Date	\$ 25,500.00



8. PI Balance to Date:

This will automatically calculate when the other information is entered above.

PI Cash Statement	
Total PI Beginning Balance	\$ 25,000.00
PI Collected This Month	\$ -
PI Collected YTD	\$ -
Total Transfers In YTD	\$ 1,000.00
Total PI Expended YTD	\$ 500.00
Total Transfers Out YTD	\$ -
Additional Income Received	
Additional Income YTD	\$ -
PI Balance to Date	\$ 25,500.00



Section IX Closing Statement Information

1. % of PI Budget Collected:

This section automatically calculates by dividing the PI Collected YTD by the total PI budgeted for the FY.

	CTP Balance to Date \$ 19,900.00
<div style="border: 2px solid red; border-radius: 50%; width: 80%; margin: 0 auto; padding: 10px;"> <p style="text-align: center;">% of PI Budget Collected _____ 0.00%</p> </div>	
<p>Disclosure County Auditor has</p>	
<p>_____</p> <p>Program Director Signature</p>	

2. Financial Report Signatures

The line at the bottom of the report must be signed by the Community Corrections Director affirming the report is accurate and was reconciled with the County Auditor.

Important Note

*An electronic signature by the Agency Director **only** is allowed by typing or by submitting the financial report electronically via email.*

DOC Cash Statement			
Base Funds Carryover/previous FY	\$ -	IDOC Cash Received for Month	
Amount of Funds Returned	\$ -	IDOC Cash Received YTD	\$ -
Date Returned		Total Transfers In YTD	\$ 100.00
Carryover Balance to Date	\$ -	Total Transfers Out YTD	\$ 100.00
		Funds Expended YTD	\$ 500.00
		IDOC Balance to Date	\$ (500.00)

PI Cash Statement		CTP CASH STATEMENT	
Total PI Beginning Balance	\$ -	CTP Beginning Balance	\$ -
PI Collected This Month	\$ -	CTP Cash Received This Month	\$ -
PI Collected YTD	\$ -	CTP Cash Received YTD	\$ -
Total Transfers In YTD	\$ -	CTP Funds Expended YTD	\$ -
Total PI Expended YTD	\$ -	CTP Total Transfer Out	\$ -
Total Transfers Out YTD	\$ -	CTP Balance to Date	\$ -
PI Balance to Date	\$ -		

YTD Transfer Balance Total	\$0.00
----------------------------	--------

% of PI Budget Collected _____ 0.00%

I swear or affirm, under the penalty of perjury, that the facts as presented on this Financial Disclosure Statement are true, complete, and correct to the best of my knowledge and belief and the County Auditor has reconciled with this statement.

Additional Notes:

Program Director Signature

3. Additional Notes:

Any notes or Approved Transfer request references can be placed here for additional documentation or explanations.

TOTAL TRANSFERS IN YTD		CTP TOTALS EXPENDED YTD	
Total PI Expended YTD	\$ -	CTP Total Transfer Out	\$ 5,000.00
Total Transfers Out YTD	\$ 5,000.00	CTP Balance to Date	\$ 19,900.00
PI Balance to Date	\$ (5,000.00)		

YTD Transfer Balance Total	\$ (4,973.00)
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% of PI Budget Collected 0.00%

I swear or affirm, under the penalty of perjury, that the facts as presented on this Financial Disclosure Statement are true, complete, and correct to the best of my knowledge and belief and the County Auditor has reconciled with this statement.

Additional Notes:

Program Director Signature

Approved Transfer Request submitted on 7/25/2014 for \$5000.00 for CTP Transfer to Project Income that corresponds with transfers on this report. No CTP Cash Received this month due to delayed deposit. Will be record on August's statement.

Section X
Submission

1. Submission of Financial Report:

Electronic submission via email is the preferred method for submitting financial reports. Email the entire Excel workbook, as an attachment, to your assigned program director no later than the 15th of the following month.

Section XI
FY XXXX Summary

1. FY XXXX Summary Sheet

This sheet can be utilized at any month to review Average expenditures, collections, and billings. This page will auto populate for every cell and will accumulate as Year to Date values unless otherwise stated on the sheet. Examples: Beginning balance and averages
The only cell that is required to submit is IDOC Monthly Payment. This is the schedule monthly payment from your IDOC Base Grant (Do not include 25% advance). This area is circled in red on the next page.

FINANCIAL REPORT

Summary for Fiscal FY2015

For the Period Ending: 14-15FY

Reporting Agency: 0

% of Funding:

State #DIV/01

PI #DIV/01

Statement #: 14

Other #DIV/01

Report of Expenditures by Category

IDOC Base Funds	CATEGORY	APPROVED BUDGET	TOTAL TRANSFERS IN	TOTAL TRANSFERS OUT	YTD TRANSFER BALANCE	AVERAGE MONTHLY EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/01
SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/01
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/01
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/01

Project Income	CATEGORY	APPROVED BUDGET	TOTAL TRANSFERS IN	TOTAL TRANSFERS OUT	YTD TRANSFER BALANCE	AVERAGE MONTHLY EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/01
SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/01
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/01
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/01

Other Funds	CATEGORY	APPROVED BUDGET	TOTAL TRANSFERS IN	TOTAL TRANSFERS OUT	YTD TRANSFER BALANCE	AVERAGE MONTHLY EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	Co General	\$ -					\$ -	\$ -	\$ -
Other	\$ -					\$ -	\$ -	\$ -	#DIV/01
TOTAL	\$ -					\$ -	\$ -	\$ -	#DIV/01

CTP	AVERAGE AUTH MONTHLY BILLING	YTD AUTH BILLING	YTD EARNED	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	AVERAGE MONTHLY EXPENDITURES	YTD EXPENDITURES
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DOC Cash Statement

Base Funds Carryover/previous FY	\$ -	DOC Monthly Payment	\$ -
Amount of Funds Returned	\$ -	IDOC Cash Received YTD	\$ -
Date Returned	1/0/1900	Total Transfers In YTD	\$ -
	Carryover Balance to Date	Total Transfers Out YTD	\$ -
		Funds Expended YTD	\$ -
		IDOC Balance to Date	\$ -

PI Cash Statement

CTP CASH STATEMENT

Total PI Beginning Balance	\$ -	CTP Beginning Balance	\$ -
Average Monthly PI Collected	\$ -	CTP Cash Received YTD	\$ -
PI Collected YTD	\$ -	CTP Funds Expended YTD	\$ -
Total Transfers In YTD	\$ -	CTP Total Transfer Out	\$ -
Total PI Expended YTD	\$ -	CTP Balance to Date	\$ -
Total Transfers Out YTD	\$ -		
Average Additional Income Received	\$ -		
Total Additional Income Received	\$ -		
PI Balance to Date	\$ -		

YTD Transfer Balance Total	\$ -
-----------------------------------	------

% of PI Budget Collected #DIV/01

I swear or affirm, under the penalty of perjury, that the facts as presented on this Financial Disclosure Statement are true, complete, and correct to the best of my knowledge and belief and the County Auditor has reconciled with this statement.

Additional Notes:

Program Director Signature

FINANCIAL REPORT

Date of Report: _____ For the Period Ending: 7/31/2014
 Reporting Agency: _____
 % of Funding: State 6.67% PI 6.67% Other 86.67% Statement #: 1

Report of Expenditures by Category

IDOC Base Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ 1,100.00	0.00%
	SUPPLIES	\$ 1,000.00	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ -	\$ 900.00	0.00%
	SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	TOTAL	\$ 4,000.00	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ 4,000.00	0.00%

Project Income	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	PERSONNEL	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 1,500.00	50.00%
	SUPPLIES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	SERVICES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	EQUIPMENT	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%
	TOTAL	\$ 4,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 4,500.00	12.50%

Other Funds	CATEGORY	APPROVED BUDGET	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES	YTD BUDGET BALANCE	PERCENT OF FUNDS EXPENDED
	Co General	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	0.00%
	Other	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	0.00%
	TOTAL	\$ 52,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,000	0.00%

CTP	AUTH BILLING THIS MONTH	YTD AUTH BILLING	YTD EARNED	TRANSFERS IN	TRANSFERS OUT	YTD TRANSFER BALANCE	THIS MONTH EXPENDITURES	YTD EXPENDITURES
	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ 100.00	\$ 100.00

DOC Cash Statement

Base Funds Carryover/previous FY	\$ 2,000.00	IDOC Cash Received for Month	\$ 11,500.00
Amount of Funds Returned	\$ 2,000.00	IDOC Cash Received YTD	\$ 11,500.00
Date Returned	6/30/2015	Total Transfers In YTD	\$ 100.00
Carryover Balance to Date	\$ -	Total Transfers Out YTD	\$ 100.00
		Funds Expended YTD	\$ -
		IDOC Balance to Date	\$ 11,500.00

PI Cash Statement

CTP CASH STATEMENT

Total PI Beginning Balance	\$ 25,000.00	CTP Beginning Balance	\$ 25,000.00
PI Collected This Month	\$ -	CTP Cash Received This Month	\$ -
PI Collected YTD	\$ -	CTP Cash Received YTD	\$ -
Total Transfers In YTD	\$ 1,000.00	CTP Funds Expended YTD	\$ 100.00
Total PI Expended YTD	\$ 500.00	CTP Total Transfer Out	\$ 1,000.00
Total Transfers Out YTD	\$ -	CTP Balance to Date	\$ 23,900.00
Additional Income Received	\$ -		
Additional Income YTD	\$ -		
PI Balance to Date	\$ 25,500.00		

YTD Transfer Balance Total \$ -

% of PI Budget Collected 0.00%

I swear or affirm, under the penalty of perjury, that the facts as presented on this Financial Disclosure Statement are true, complete, and correct to the best of my knowledge and belief and the County Auditor has reconciled with this statement.

Additional Notes:

Program Director Signature